

**SECRET**

EXTERNAL TRAINING COURSES NOT PART OF FORMAL ACADEMIC EDUCATION

<u>Course</u>	<u>Time</u>	<u>OTR or Ind.</u>	<u>Name</u>
Third Institute on Records Management	2 wks.	OTR	
Third Institute on Records Management	2 wks.	OTR	
Second Institute on Records Management	2 wks.	OTR	
Second Institute on Records Management	2 wks.	OTR	
Preservation and Administration of Archives	4 wks.	OTR	
Drafting	12 mos.	OTR	
U. S. Government Printing Processes and Procedures	3 mos.	Ind.	
Accounting Theory and Practice	2 yrs.	Ind.	
Supervisors Training Course, U. S. Rubber	3 wks.	Ind.	
8th Air Transportation Institute	3 wks.	Ind.	
Armed Forces Industrial College	2 wks.	Ind.	
Correspondence Courses in Job Methods, Intelligence Organization and Functions, Job Relations, Effective Leadership, Intelligence Administration		Ind.	
Job Methods	2 wks.	Ind.	
Intelligence Organization and Methods	2 wks.	Ind.	
Job Relations	2 wks.	Ind.	
Effective Leadership	2 wks.	Ind.	
Intelligence Administration	2 wks.	Ind.	
Farm Credit Administration	2 wks.	Ind.	
Special Courses in Public Affairs	1 yr.	Ind.	
Intensive IBM Training Course		Ind.	

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**SECRET**External Training Courses, contd.

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<u>Course</u>	<u>Time</u>	<u>OTR OR Ind.</u>	<u>Name</u>
Accounting (2) Courses	8 mos.	Ind.	
Commercial Law (2) Courses	8 mos.	Ind.	
Production Planning and Control	4 mos.	Ind.	
Job Classification	1 mo.	Ind.	
Personnel Evaluation	1 mos	Ind.	
Application of Electronic Tabulating Equip- ment (IBM Corp.)	1 wk.	Ind.	
Job Relations Training	2 wks.	Ind.	
Job Methods Training	2 wks.	Ind.	
Job Instruction Training	2 wks.	Ind.	
U.S. Army - All phases of Administrative Management, Inspector General's Office	6 mos.	Ind.	
Correspondence Courses in Business Organi- zation (Corporate, Partnership, Proprietary), Management, Business Law, Finance, Principles of Accounting, Manufacturing Principles, Marketing and Sales, Labor Relations	1 yr.	Ind.	
Correspondence Courses in Business Organiza- tion (Corporate, Partnership, Proprietary) Management, Business Law, Finance, Princi- ples of Accounting, Manufacturing Princi- ples, Marketing and Sales, Labor Relations	1 yr.	Ind.	
Army - Seminar on Management	1 wk.	Ind.	
Punched-card Accounting Systems and Methods	6 wks.	Ind.	
Refresher Course in Application of Punched- card Accounting and .Related Business Machine Methods	3 wks.	Ind.	
Job Training Methods	2 wks.	Ind.	

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External Training Courses, contd.

<u>Course</u>	<u>Time</u>	OTR or <u>Ind.</u>	<u>Name</u>
Electronic Computer Applications	1 wk.	Ind.	<div style="border: 1px solid black; width: 80px; height: 180px;"></div>
Public Utility Accounting- Round Table Discussion	1 wk.	Ind.	
American University Computer Conference	1 wk.	OTR	
Records Surveys	1 mo.	Ind.	
Programming Flexowriters	2 wks.	Ind.	
Job Methods Training	1 mo.	Ind.	

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